

Law Review Journal Staff Library Orientation - 2018

I. Introduction

- Journal Cite Checking guide - <http://libguides.law.hofstra.edu/journalcitechecking>
 - Library policies, identifying and finding sources, start on note writing

II. Policies

- Law Library resources - charge out material at Circulation desk
 - do not charge out under your name – you will be responsible for overdue
- Resources at Axinn - Journal borrowing card
 - Use to take out books from Axinn under Law Review account NOT own ID
 - Card Found at Circulation desk
 - Use only for source gathering, not personal note
 - If need copy card, speak to editor – or scan
 - Article delivery service – https://www.hofstra.edu/library/library_libaxn_article_delivery.html
- Resources not at Hofstra
 - You must confirm Hofstra doesn't have
 - We will request books/articles from other libraries
 - We will not ILL e-books available online at Hofstra, TOC , title pages of journals, ethics opinions available online
 - Give items to be ILLed to Research Editor
- Don't go crazy – try your best then ask for help. Please see Reference.
 - Reference email - hofstralawlib@gmail.com
 - Lisa's email - lawlas@hofstra.edu

III. Types of Resources

- Secondary – Books, Chapters in Books, Articles, newspapers, BNA pubs
- Primary – Statutes – state and federal, cases, regulations, agency materials
- Legislative documents – bills, congressional reports, other “legislative history” materials

IV. Finding Resources – after you try Google . . .

A. Scholarly / Secondary

1. Books – Google Books, separate from Google

- Library Catalog (Lexicat) – try Guided search with author and keyword from title
- If not in Lexicat – use World Cat - <http://www.worldcat.org/> - check that title exists as cited ; try Advanced search with author and keyword from title
- Confirm with reference librarian

2. Chapter in Book

- Identify title of book (in italics, below), not chapter – usually after the word “in”

“Rights and Responsibilities of the American Business Corporation”, **in** Manoj Kumar Sinha, ed., *Business and Human Rights* (Sage: Thousand Oaks, CA, 2013)

- If do not find in Lexicat, check book title in WorldCat

3. **Articles** – after you try Google. . .
 - a. Hein Online – law review pdfs – use citation navigator
 - b. Journal Finder - <http://atoz.ebsco.com/Titles/8965>
 - for finding non-legal Articles and legal articles not in HeinOnline
 - search for specific **journal** (not article) **title**
 - c. Google Scholar – different from regular Google
 - d. When can't find legal article with given citation - try Index to Legal Periodicals (ILP) - for finding law articles without proper citations – try author and keyword from title
 - e. If cannot find here at Hofstra – Check journal title in WorldCat – confirm with reference librarian for ILL
4. **Newspapers** – Google – see if can find for free, also try Journal Finder ;
if requires payment or cannot find, check with Reference
5. **BNA publications** –on Bloomberg Law > Browse > News > BNA Law Reports

B. Primary Sources

1. Statutes – federal and state - see Journal Cite Checking guide
 - a. US Code – see HeinOnline, govinfo - <https://www.govinfo.gov/>
 - b. Find section on WL – note amendments ; see HeinOnline
 - c. State Statutes –
 - Procedures for cite checking state statutes (including superseded):
 - i. 5 states we keep current in print (NY, NJ, FL, TX CA)
 - ii. For the remaining states, look for official state code online –
see <http://www.uniformlaws.org/Act.aspx?title=Electronic+Legal+Material+Act> for states that have adopted the UELMA. See Findlaw - <http://statelaws.findlaw.com/state-codes.html> or LII - <https://www.law.cornell.edu/states/listing> for states' links.
 - iii. If not a UELMA state, go to Westlaw
 - iv. Except in a very extraordinary circumstance, we will NOT ILL any state statutes for the journals.
2. Judicial Decisions
 - a. pdf on WL, U.S. Supreme Court on HeinOnline
 - b. to find parallel citations, see WL
 - c. Look on Bloomberg Law for filings (such as briefs) ; WL filings tab
 - d. may find unreported cases on court web site – search for court, then case
3. Regulations – federal and state
 - a. Federal – CFR (Code of Federal Regulations)– HeinOnline, gov info - <https://www.govinfo.gov/>
 - b. State – NYCRR for NY – see LII for other states - <https://www.law.cornell.edu/states/listing>
4. Legislative Documents – *e.g.* congressional reports, proposed legislation (bills)
 - a. Federal – HeinOnline, Google, Congress.gov - <https://www.congress.gov/>
 - i. Popular Name table – <http://uscode.house.gov/popularnames/popularnames.htm>
 - ii. Table III tool - <http://uscode.house.gov/table3/table3years.htm>
 - b. States – google state and legislature – see links above for Findlaw and LII

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Lisa A. Spar, Assistant Director for Reference and Instruction